



EXECUTIVE COMMITTEE

Friday, January 19, 2018

3:30 P.M. – 4:30 P.M.

3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012

MINUTES

The Executive Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened Friday, January 19, 2018 at the ADDPC Office, 3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012. Notice having been duly given. Present and absent were the following members of the ADDPC.

| Members Present | |
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| Matthew Isiogu, Telephone | Andrew Robinson, Telephone |
| Melissa Van Hook, In Person | John Black, Chairperson, In Person |
| Monica Cooper, Telephone | |

| Members Absent | |
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| Ray Morris | |
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| Staff | Guests |
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| Erica McFadden, Executive Director | |
| Lani St. Cyr, Staff | |
| Marcella Crane, Staff | |
| Sarah Ruf, Staff | |

A. Call to Order/Welcome

John Black welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Executive Committee meeting. The meeting was called to order at 3:32 P.M. Roll call and participant introductions were completed.

B. Minutes from November 7, 2017

John Black asked for a motion to accept the minutes. Motion was made by Melissa Van Hook; seconded by Monica Cooper. The motion carried.

C. Fiscal/Contract Update

Lani St. Cyr provided a financial update highlighting the fact that the Federal Financial Reports were submitted on time and reflected fully liquidated FFY15 funds and fully obligated FFY16 funds. She explained that there is approximately \$550,000 remaining of FFY17 funds to obligate, but that the Council has already identified how those funds should be spent. She went on to explain the \$1.4 million shown under Revenue for FFY18 is an estimation, as we are waiting for further information from the Feds regarding future funding. The Council received the second award letter for FFY18, in the amount of \$161,656. This brings the total FFY18 actual award level to \$427,106 and represents funding under the Continuing Resolutions (PL 115-90 and PL 115-96) through January 19, 2018.

Lani St. Cyr then gave an overview of the current projects funded by the Council. She explained there are no concerns with the billing of any projects and highlighted the NAU/IHD webinar contract would be expiring and a renewal proposal has been submitted for the Committee's approval. It was also mentioned that the Sonoran UCEDD Employment First Website has been added to the current contracts based on the voting from the previous Committee meetings.

A Budget Recommendation sheet was created to outline the proposed projects and funding under the goal areas of the Council. It separates the goals, objectives, activity, vendor, targeted result, as well as the funding to be allocated by grant year. A couple of new columns were added to the document to reflect the progress of identified projects. These columns show whether or not the project has been approved by the Committee, is to be discussed, or has yet to be reviewed and what funding year the project falls under. There was a question about the Seed funding category and it was explained that the hope is to use funding in that category for new projects identified through the Request for Information (RFI) process. Matthew also discussed the anticipated Surplus/ (Shortfall) line and the \$0 balance for FFY17 and approximately \$300,000 in unallocated funding for FFY18 that is available for funding new projects.

D. NAU/IHD Webinar Renewal Proposal

NAU/IHD submitted a year 3 renewal proposal to continue to work with the Council to provide technical assistance on webinars. The proposal is limited to support 4-6 webinars, with topics to be identified by the Council staff or members. The cost of the renewal proposal is \$11,229. Motion was made by to accept the NAU/IHD proposal by Matthew Isiogu; seconded by Andrew Robinson. The motion carried.

E. Economic Impact RFQ

Marcella Crane and Erica McFadden discussed the Request for Quote for an Economic Analysis to be completed to help facilitate increasing employment outcomes for people with disabilities. There were five proposals submitted as part of the request and each were reviewed by an outside evaluation committee consisting of three members. Staff provided technical assistance and answered questions. The evaluation committee recommended University of Massachusetts, Boston, and Institute for Community Inclusion, as the recommended proposal to fund. The proposal was strong in several areas, including

strong research team, experience and knowledge of disability issues, experience in research methods and cost effectiveness. Staff developed a matrix showing the final scores of each proposal and based on the discussions of the evaluation committee will develop a consensus report of the RFQ process. Matthew mentioned that because it was a known national organization, the study may carry national significance for Arizona. John mentioned that he attended the evaluation, and conversations were indeed robust. Motion was made by Melissa Van Hook to accept the UMASS Boston proposal to include travel to AZ, total cost is \$58,616; seconded by Monica Cooper. The motion carried

F. ASU/Cronkite Proposal

Sarah Ruf has been in communication over the past several months with ASU's Walter Cronkite School of Journalism and Mass Communication, National Center on Disability and Journalism. This culminated in a proposal submitted by ASU/Cronkite school to develop a training curriculum, in partnership with the ADDPC and Ability 360 to state agency public information officers, public relations professionals and other journalists in Arizona. Over the course of one year, two workshops will be held in Phoenix that will assist these professionals as they communicate with the public using text, social media and other communication platforms, to use accurate and non-stigmatizing language in their communication and to learn to build bridges with the disability community. There was discussion over whether we knew that these professionals would attend. Sarah stated that there was commitment from the state agencies, and there was already initial interest shown by media professionals and PR folks with disability organizations. The cost of the proposal is \$25,022 and approximately 80 media professionals will be targeted. Motion was made by Monica Cooper to accept the ASU/Cronkite proposal; seconded by Melissa Van Hook. The motion carried.

G. Cochise County RFGA

Marcella Crane gave a status update on the \$40,000 Request for Grant Application (RFGA) "Projects to Support Community Inclusion for People with Developmental Disabilities" focused in Cochise County. The solicitation was released on November 20, 2017 with an extended due date of January 15, 2018. Two applications were received by the due date. One application had sufficient information to review, and the second application was not susceptible to review, due to the lack of narrative in response to the scope of work. It was explained that the lack of responses to the solicitation was not due to lack of community outreach. Staff had convened a group in Cochise County before the RFGA was release to learn about the county, their needs/gaps and inform them on the work of the ADDPC. Ms. Crane presented to the Executive Committee two options to consider: 1. Cancel the RFGA due to the number of proposals received or 2. The Grants and Executive Committee will review the proposal and make the determination to award or not. Questions were asked about the strength of the one proposal. Staff stated is looked fairly strong, was located in Douglas, and the purpose was to engage people with I/DD in meaningful days. The Committee decided to proceed with option 2, with the proposal to be added to the agenda and reviewed at the next Grants Committee meeting. Melissa Van Hook requested to sit on that evaluation. Motion was made to accept option 2 by Tom Uno; seconded by Monica Cooper. The motion carried.

The discussion of participatory budgeting will be had during the February meeting.

H. Programs & Projects Specialist II position

Erica McFadden is requesting that the Council consider adding an additional position. This position would reflect Krystal Downie's current position. It would include research, assisting in updating the work plan and 5-year state plan, and disseminating best practices and information. Primarily this position would be responsible for identifying gaps and collecting data to help inform the Council's 5-year state plan. It would be a grade 19 position, paid at \$20/hour, and would not fluctuate much from what the Council is already paying for the higher contractor costs through Randstad. The motion was made to approve the addition of this position by Melissa Van Hook. It was seconded by Monica Cooper. The motion unanimously carried.

I. Request for Information (RFI) Update

Marcella Crane gave an update on the Request for Information (RFI) process. Marcella explained the RFI was released and the Council received 23 proposals. Currently Council Staff is doing an internal review of the proposals prior to putting them forward for Committee review. It was mentioned there are themes that appear to be developing with the submitted proposals. The RFIs are anticipated to be reviewed by the Grants Committee at the next meeting, followed by Executive. No action was taken on this item.

J. Council Vacancy

Larry Wanger has resigned his position. The Council is in need of another self-advocate. If possible, the Council is looking for someone from a culturally diverse background and female. If anyone interested, please have them contact Erica McFadden.

K. Council Snapshot

The Council is on schedule with meeting most of the work plan goals. The Council said it would fund four self-advocacy leadership trainings. Three have been funded. The fourth was the Community Leadership Academy, but there has been some dissatisfaction among trainers over the quality of the curriculum, so advertising for this program has been put on hold. We are to start planning with two tribal groups; however, those two groups have not been identified. It was suggested that we talk to some of them at the American Indian Disability Conference to identify if there are opportunities for us to work together. The idea was mentioned to talk with Angelina James as well.

L. Adjourn

There was no announcements and no public was present. John Black called for a motion to adjourn the meeting. Motion was made by Melissa Van Hook; seconded by Monica Cooper. The motion carried, meeting adjourned at 4:40 PM.